



# The **Travel** Model *Improvement* **Program**

## *TMIP Peer Review Program Application Package*

FINAL – April 10, 2003

Federal Highway Administration

Federal Transit Administration

*Helping Agencies Improve Their Planning Analysis Techniques*

# **TMIP**

Travel Model Improvement Program

## **The Travel Model Improvement Program (TMIP) Peer Review Program Application Package**

### About TMIP

The Travel Model Improvement Program (TMIP) is a multi-year, multi-agency program sponsored by USDOT and EPA, with the mission of supporting and empowering planning agencies through leadership, innovation and support of travel analysis improvements, to better meet current and future mobility, environmental, safety and security goals. TMIP began operations in 1992, and has three goals:

1. Help build the institutional capacity of planning agencies to perform technical analysis
2. Support development of analytical methods that respond to the needs of planning and environmental decision making processes
3. Support mechanisms to ensure the quality of technical analysis used to meet local, state and federal program requirements.

### About Peer Reviews

Peer reviews have been conducted by planning agencies to ensure that technical products, procedures and/or processes being used or developed meet the agency's needs, the standards of professional practice, and/or Federal, state or local planning requirements. Peer reviews of forecasting and data collection procedures are crucial to planning agency model development and improvement efforts. As part of its program, TMIP is committed to assisting agencies in meeting these planning challenges by supporting peer reviews.

### TMIP Peer Review Program

TMIP supports peer reviews by funding travel, lodging and per diem for a site visit(s) by peer review panel members. TMIP can also assist in the selection of peer review panel members and help document the review if requested by the sponsoring agency.

This package includes information on the application process for the TMIP Peer Review Program and includes the following:

1. Application Requirements
2. Application Checklist
3. Process for travel reimbursement for non-Federal staff
4. Travel Logistics and Contact Information
5. Travel Expense Form

The TMIP Peer Review Program's selection criteria should be used when applying for support. Applicants should retain all other supporting documents, as they will be necessary to coordinate travel after selection. **Program applicants should also note that travel costs for non-federal staff will be reimbursed by the Volpe National Transportation Systems Center four to six weeks after reimbursement form submittal.** The Volpe Center cannot pay for travel arrangements before the site visit has occurred or before reimbursement forms are received.

### Timing

TMIP expects to begin awards in June 2003. Applicants are encouraged to submit their requests by **May 30, 2003**. However, requests will be accepted throughout the year and will be evaluated and awarded as funds are available.

### Other Peer Programs

The TMIP Peer Review Program is oriented towards technical planning topics. Areas interested in peer programs relating to institutional or policy issues should contact the *USDOT Planning Capacity Building's Peer Exchange Program*. The contacts for this program are as follows:

Sherry Burton-Ways, FHWA  
(202) 366-1587  
[sherry.ways@fhwa.dot.gov](mailto:sherry.ways@fhwa.dot.gov)

or

Effie S. Stallsmith, FTA  
(202) 366-5653  
[effie.stallsmith@fta.dot.gov](mailto:effie.stallsmith@fta.dot.gov)

## **Application Requirements**

### **TMIP Peer Review Program**

#### **Proposal Topic**

A written proposal must be submitted by the applicant describing the important planning issue(s) that the technical professionals are trying to address, examples include (but are not limited to):

- Designing and implementing a travel survey
- Other data collection, integration and/or analysis
- Specific travel demand forecasting improvements
- Land use forecasting methods
- Conformity and air quality analyses
- Meeting transit new starts criteria

#### **Plans for improvement**

The proposal should state the desired near term goals for model improvement. The proposal should also include a discussion of what model(s) have been used in the past, what is being used now and what is being considered. The proposal should identify the questions that a peer review is anticipated to help answer.

#### **Selection Criteria**

Preference will be given to applicants who address the following selection criteria:

- Planning agency commitment to model improvement (including plans and provisions in work program)
- Proposed procedure(s) are innovative and the agency is committed to implement and use the new procedure(s)
- Peer review assistance is being provided at the model specification/design phase (as opposed to a finished product)

#### **Proposed Panel and Availability**

The proposal should include the following information about the proposed peer review panel. Proposed panel member availability should be considered and addressed in the proposal.

- Names of proposed peer review participants
- Panel member expertise area (should be consistent with topic of review)
- Travel, lodging and per diem cost estimates
- Proposed timing of peer review

#### **Page limitation**

The proposal should be limited to 5 pages.

#### Supporting information

Proposals should also include the following additional information, if known as the time of submission:

- Proposed Participant biographies
- Contact information

#### Services by request

At the request of the participating agencies, staff at the Volpe National Transportation Center in Cambridge, MA will attend the peer review to evaluate the process and assist in documenting the review. The final documentation whether prepared by the participants or Volpe staff, will be provided to the FHWA for the creation of a TMIP Peer Review Program Summary Report, which will be developed once a year. Also by request, Volpe and/or FHWA staff can also provide agencies assistance in selecting peer review panel members. In their proposals, agencies should:

- Indicate whether technical support is being requested to prepare a summary report of the review
- Indicate whether assistance is needed to help select peer review panel members

#### Preferences for award

Preference will be given to regional planning agencies and councils of governments, metropolitan planning organizations, transit agencies and state departments of transportation.

#### What will TMIP fund?

- Travel, lodging and per diem at government rates will be reimbursed for peer review panel
- Support for documentation assistance (if requested)

#### What is the responsibility of the sponsoring agency?

- Logistics and communication with the panel
- Food expenses (such as catering)
- Facility arrangements and charges
- Staff time
- Materials

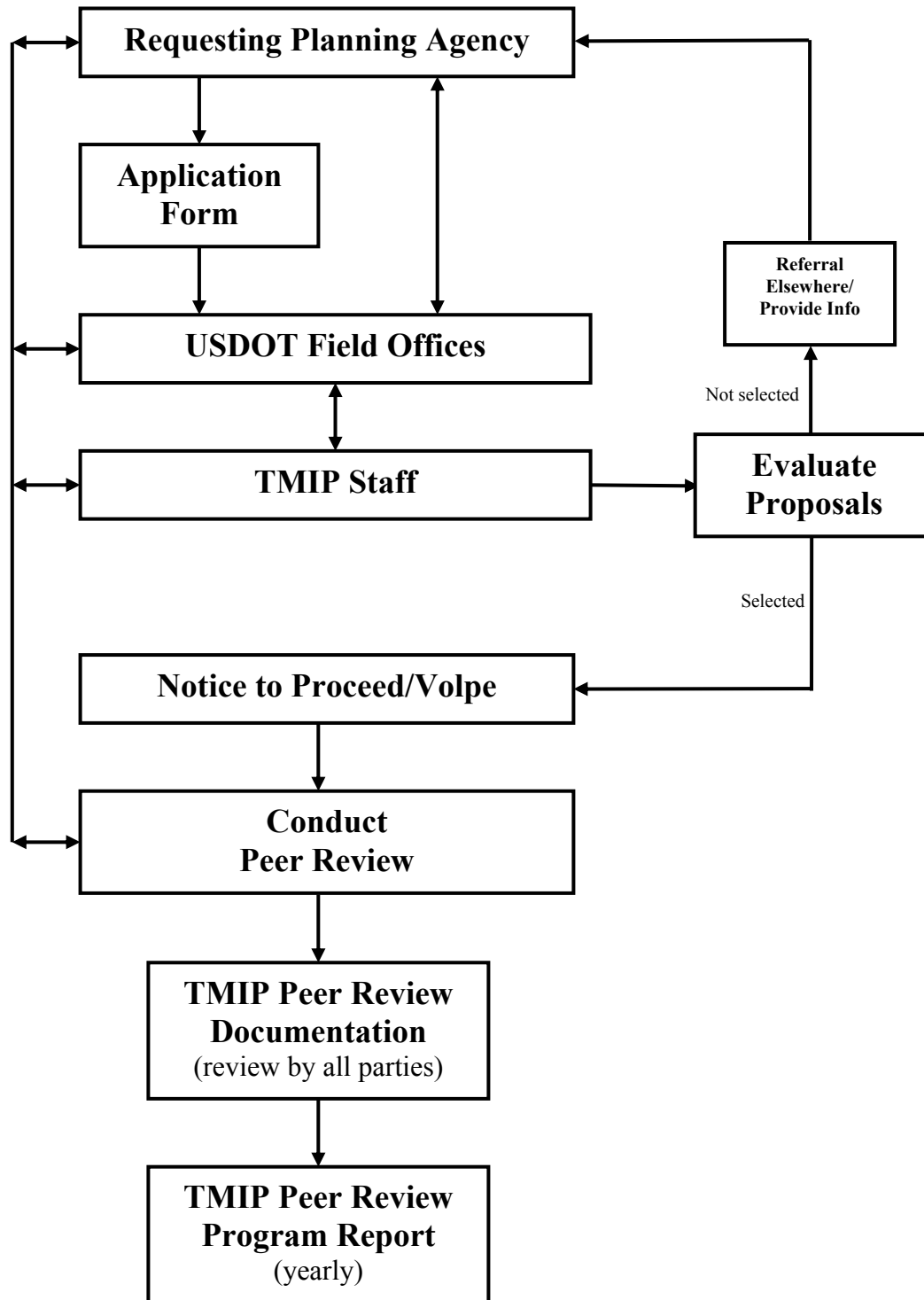
#### Application Process

Agencies are required to work with their FHWA Division and FTA Regional Offices to develop their application. **Applications from planning agencies are submitted to FHWA or FTA field offices.** Applications from planning agencies directly to the TMIP program will not be accepted.

FHWA and FTA field offices should then submit applications to:

Michael Culp  
Federal Highway Administration  
Office of Environment, Planning and Realty  
400 Seventh Street, SW  
HEPI-30, Room 3301  
Washington, DC 20590  
[michael.culp@fhwa.dot.gov](mailto:michael.culp@fhwa.dot.gov)  
phone: 202.366.9229  
fax: 202.493.2198

## TMIP Peer Review Program: Process Overview



**Peer Review Application Check List**  
**TMIP Peer Review Program**

**Have you completed the following?**

- \_\_\_\_\_ Written Proposal
- \_\_\_\_\_ Contact Information
- \_\_\_\_\_ Names of participants (If known at submission time)
- \_\_\_\_\_ Participant biographies (If known at submission time)
- \_\_\_\_\_ Travel Estimates
- \_\_\_\_\_ Request for technical support from Volpe subject experts on preparation of peer review report and/or selection of peer review panel
- \_\_\_\_\_ Addressed selection criteria
- \_\_\_\_\_ Worked with and submitted proposal with FHWA Division Office and FTA Regional Office



## **Process for travel reimbursement for non-Federal staff**

### **TMIP Peer Review Program**

Travel costs will be covered for non-federal staff participating in the TMIP Peer Review Program. (Funding for FHWA and FTA Division or Region staff must be covered by existing travel budgets.) Travel reimbursements for non-federal staff are processed by Planners Collaborative, an on-site contractor at the USDOT Volpe Center in Cambridge, MA. All questions regarding travel reimbursements should be directed to Jennifer Whalley at 617/494-2686.

#### **How do I plan my trip?**

- You will make your own flight arrangements
- You will make your own hotel reservations per the instructions of your FHWA or Volpe representative
- Both flight and hotel arrangements should be coordinated through FHWA and Volpe staff (See Travel Logistics, page 10).

#### **What can be reimbursed?**

- Transportation to and from the meeting site including airfare, car rental, or taxi
- Room and tax at the hotel
- In lieu of direct reimbursement for meal expenses, you will receive the government per diem. If, for example, the government per diem of the city visited is \$42 per day, you will receive 75 percent of the per diem, or \$31.50, on the first and last days of travel, the full per diem on other days
- Your FHWA or Volpe representative can provide you with the per diem rate for the location to be visited

#### **How do I receive my travel reimbursement?**

- After the meeting, fill out the Travel Reimbursement Request form and W-9 form
- Attach originals of all receipts to the Travel Reimbursement Form, including plane, lodging, and taxi receipts. Items without a receipt cannot be reimbursed
- Mail the completed travel form and receipts to Jennifer Whalley, US DOT Volpe Center, 55 Broadway, DTS-930, Cambridge, MA 02142
- The Volpe Center will process the travel voucher and mail a check to you. It takes approximately 4-6 weeks for the check to be issued once the forms and receipts are received at the Volpe Center

**Travel Logistics and Contact Information**  
**TMIP Peer Review Program**

All travel arrangements including hotel, airline, and other transportation arrangements as well as meeting schedules should be coordinated with Volpe staff.

The primary contact for Peer Review Program logistics is Tisha Weichmann (Volpe). Tisha will help answer questions as well as coordinate all logistics associated with TMIP's Peer Review Program:

**Tisha Weichmann**  
TMIP Peer Review Program Manager  
[Weichmann@volpe.dot.gov](mailto:Weichmann@volpe.dot.gov)  
(617) 494 - 3155

The primary contact for Peer Review Travel Reimbursement is Jennifer Whalley (Volpe):

**Jennifer Whalley**  
[Whalley@volpe.dot.gov](mailto:Whalley@volpe.dot.gov)  
(617) 494 - 2686

For all other questions concerning the TMIP Peer Review Program goals, applications, and selection, please contact Michael Culp at the Federal Highway Administration:

**Michael Culp**  
[michael.culp@fhwa.dot.gov](mailto:michael.culp@fhwa.dot.gov)  
(202) 366-9229

TMIP Peer Review Program  
**Travel Expense Form: Request for Reimbursement**

Peer Review Site	
Week Ending	
Traveler's Name	
Social Security Number	
Make Check Payable to:	
Address	
City / State / Zip	
Phone	
Fax	

EXPENDITURES	
Dates of work / travel:	
*Air Fare	
Lodging Expenses	
Taxes	
Per Diem Meals (contact Volpe for per diem rate)	
Other:	
TOTAL(S):	

\*MUST have receipt indicating cost of airfare - not simply a boarding pass

Please attach all ORIGINAL receipts to this form and submit to:  
 YVETTE HARDIE  
 US DOT Volpe Center, DTS-930  
 55 Broadway  
 Cambridge, MA 02142  
 PHONE: 617.494.3694  
 FAX: 617.494.2569

I hereby certify that all expenditures were necessary expenses:  
 Traveler: \_\_\_\_\_ Date: \_\_\_\_\_

<i>Office Use Only</i>		
Task Work Order #	PPA	WPB